



## VENDOR APPLICATION

CITY OF ASHEVILLE PURCHASING DIVISION  
P.O. BOX 7148 ASHEVILLE, NC 28802  
#3 HUNT HILL PLACE, ASHEVILLE, NC 28801  
PHONE (828) 259-5950 FAX (828) 259-5440

✉ Email: [purchasing@ashevillenc.gov](mailto:purchasing@ashevillenc.gov)

(Please return the first (2) pages ONLY by mail or fax)

<b>COMPANY NAME</b>		
Federal Taxpayer ID No. (or SSN for individual)		
<b>MAILING ADDRESSES:</b>		
<b>Purchase Orders:</b>		
Street or PO Box		
City	State	Zip Code
Telephone	Fax	Email
<b>Bid Requests(if different from purchase order address shown above)</b>		
Street or PO Box		
City	State	Zip Code
Telephone	Fax	Email
<b>SALES REPRESENTATIVE(S):</b>		
Inside Sales	Name	Phone
Outside Sales	Name	Phone
<b>NAME OF INDIVIDUALS WITH AUTHORITY TO QUOTE AND/OR SIGN CONTRACTS</b>		
(NAME)	(TITLE)	(PHONE)
<b>CITY OF ASHEVILLE PRIVILEGE LICENSE NO. ( Request Privilege License Application if "none")</b>		
<b>TYPE OF BUSINESS: (Describe your business here)</b>		
<b>CORPORATION</b> <input type="checkbox"/>	<b>PARTNERSHIP</b> <input type="checkbox"/>	<b>INDIVIDUAL</b> <input type="checkbox"/>
<b>DATE ESTABLISHED/FOUNDED</b>		
<b>OFFICERS OF CORPORATION, PARTNERS, OR MEMBERS OF FIRM AND TITLE</b>		
Name	Title	
Name	Title	
Name	Title	
Name	Title	
<b>AT THE PRESENT TIME, OR AT ANY TIME DURING THE LAST 12 MONTHS, HAS ANY OWNER, OFFICER, STOCKHOLDER, EMPLOYEE OR OTHER PERSON WITH AN INTEREST, EITHER DIRECTLY OR INDIRECTLY, IN THE ABOVE COMPANY BEEN CONNECTED IN ANY OFFICIAL CAPACITY WITH, OR BEEN EMPLOYED BY, THE CITY OF ASHEVILLE</b> <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE IDENTIFY		
<b>ARE YOU OR AFFILIATE RATED BY DUN AND BRADSTREET?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>RATING:</b>

**LIST THREE (3) SUPPLIERS TO YOUR FIRM:**

(NAME)	(ADDRESS)	(PHONE)

**LIST THREE (3) COMPANIES TO WHO YOU FURNISH PRODUCTS OR SERVICE:**

(NAME)	(ADDRESS)	(PHONE)

**MINORITY OWNED VENDORS PLEASE NOTE THE FOLLOWING**

THE CITY OF ASHEVILLE, IN A CONCERTED EFFORT WITH OTHER LOCAL, STATE AND FEDERAL AGENCIES, ACTIVELY SEEKS TO IDENTIFY MINORITY BUSINESSES AND OFFER THEM AN EQUAL OPPORTUNITY TO PARTICIPATE AS PROVIDERS OF GOODS AND SERVICES TO THE CITY. A MINORITY BUSINESS IS DEFINED AS A BUSINESS WHICH, AT MINIMUM, IS 51% OWNED AND CONTROLLED BY ETHNIC MINORITY GROUP MEMBERS AND/OR WOMEN. IF YOU ARE A MINORITY OWNED BUSINESS AND ARE NOT CURRENTLY CERTIFIED WITH THE CITY OF ASHEVILLE, PLEASE CONTACT THE MINORITY AFFAIRS DIRECTOR, BRENDA MILLS, BY CALLING (828) 232-4566 OR VIA EMAIL @Bmills@ashevillenc.gov.

ALL MINORITY OWNED BUSINESSES ARE REQUESTED TO COMPLETE THE FOLLOWING IN THE MANNER THAT BEST DESCRIBES THEIR BUSINESS. PLEASE CHECK ALL THAT APPLY.

- ☐ MINORITY OWNED      ☐ WOMEN OWNED      ☐ BLACK AMERICAN      ☐ AMERICAN INDIAN  
☐ HISPANIC AMERICAN      ☐ AMERICAN ESKIMO      ☐ ASIAN AMERICAN      ☐ AMERICAN ALEUT

THIS BUSINESS IS BEST DESCRIBED AS

- ☐ CONSTRUCTION TYPE BUSINESS      ☐ PROVIDER OR SERVICES  
☐ PROVIDER OF GOODS/PRODUCTS      ☐ OTHER

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I CERTIFY THAT THE INFORMATION PROVIDED HERE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

SUBMITTED BY
TITLE
DATE

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**A WORD TO POTENTIAL VENDORS** - The City of Asheville requires all purchases of \$500 or more to be authorized through the issuance of a City of Asheville Purchase Order. Purchases less than \$500 (including freight and tax) may be charged by authorized City of Asheville employees using our Wachovia VISA card. It is a vendor's responsibility to verify that individuals identifying themselves as City employees are employees in good standing. A single account should be established for the City --- individual accounts by Department or Division are not recommended. Vendors who do not accept charge cards should invoice the City's Accounting Division at PO Box 7148, Asheville, North Carolina. The City is NOT exempt for paying sales and use taxes. Our Federal Taxpayer ID No. is 56- 6000224 and our Resale Exemption No. is 901-1-011-12821. We are exempt from Federal Excise Tax. All prices should be quoted FOB Asheville, NC.

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 A list of commodity categories representative of the products and services utilized by the City of Asheville follows this page. Carefully review this list. Enter in the blocks below all commodity categories that your company is interested in providing to the City. Upon receipt of your application, your company will be added to our bidder database providing you with an opportunity to receive notification of bid requests. Please be sure that you have provided the proper information concerning where bid request should be mailed or faxed on the first page of this application. We encourage you to keep your information up to date.

**ENTER THE 3 DIGIT MAIN (AND IF AVAILABLE) THE 3 DIGIT SUB COMMODITY CODE CLASSIFICATION FOR EACH PRODUCT OR SERVICE YOUR COMPANY CAN PROVIDE IN THE BLOCKS BELOW FROM THE LIST ON THE FOLLOWING PAGES**

| Comm | Sub Comm. | Comm | Sub Comm. | Comm | Sub Comm. | Comm | Sub Comm. | Comm | Sub Comm. | Comm | Sub Comm. |
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If a commodity code cannot be identified from the list on the following pages, or your company is not defined under Type of Business, please provide additional information on a separate sheet.